### TE – 6 INVOICING PROCESS

Invoices are manually created in CEFMS in the Accounts Payable Division. The access roles required in CEFMS to complete the invoicing process are:

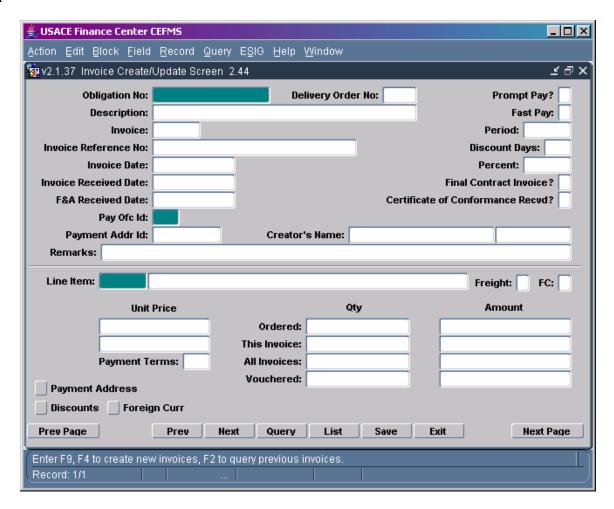
- INV ORIG
- PROCESS RV

ESIG capability is required to create and update invoices in CEFMS.

The INVOICE CREATE/UPDATE SCREEN (2.44) can be reached through the following menu options:

- 1 Financial Management Functions
- 3 Financial Management
- 4 Expenditures and Disbursements
- 4 Invoicing Functions
- 1 Create/Update Invoice

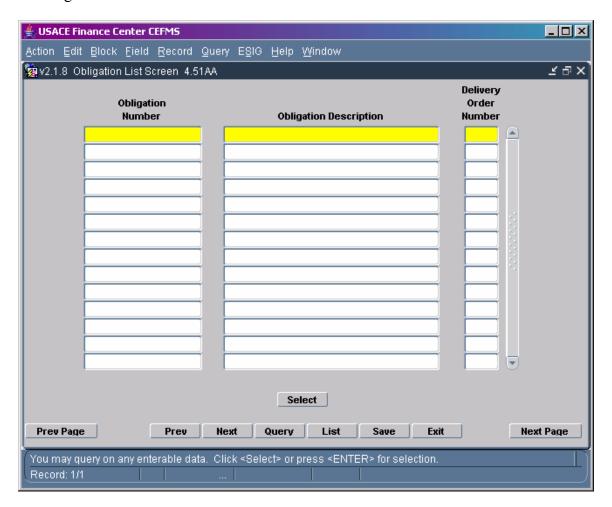
OR type 2.44 in the MENU ID/OPTION ID/SMART SCREEN BLOCK.



### **OBLIGATION SELECTION**

To create an invoice the user is required to use the F4 key to select the obligations number.

Pressing F4 in the **OBLIGATION NO. FIELD** takes the users to the **OBLIGATION LIST SCREEN**.



Press the F2 key to query records from the *OBLIGATION LIST SCREEN*.

The user can query the obligation number by:

- querying all records (very inefficient)
- typing in the complete obligation/delivery order combination which returns only one option.
- typing in a partial obligation number with the % key used as a wild card which may return multiple options. The user would arrow down until they find the correct obligation number/delivery order combination.

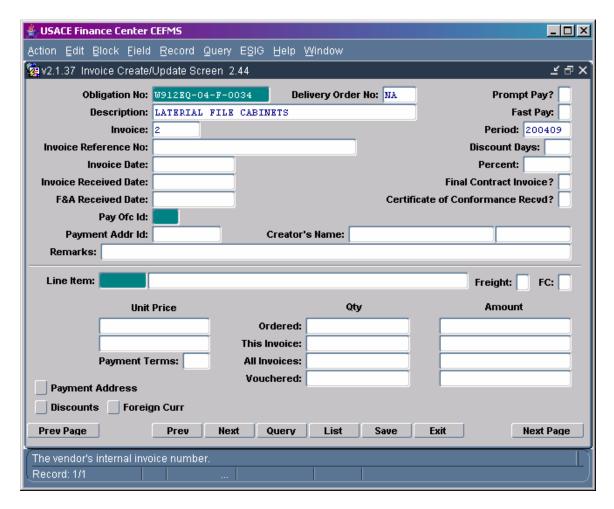
Once the correct obligation number/delivery order combination is identified the user will select by pressing the enter key or clicking on the select button at the bottom of the screen. This takes the user back to the *INVOICE CREATE/UPDATE SCREEN*. (Average Key Strokes -16)

### **INVOICE HEADER**

Press the Enter key to accept.

Fields that are automatically updated include:

- OBLIGATION NO.
- DELIVERY ORDER NO.
- **PROMPT PAY?** (if the contract is Prompt Pay Act Exempt the field will be populated with a "Y", if not, the field will remain empty.
- **FAST PAY** (if the contract is set up as a Fast Payment Contract the field will be populated with a "Y", if not, the field will remain empty.
- DESCRIPTION
- INVOICE NUMBER (a sequential number assigned by CEFMS)
- PERIOD

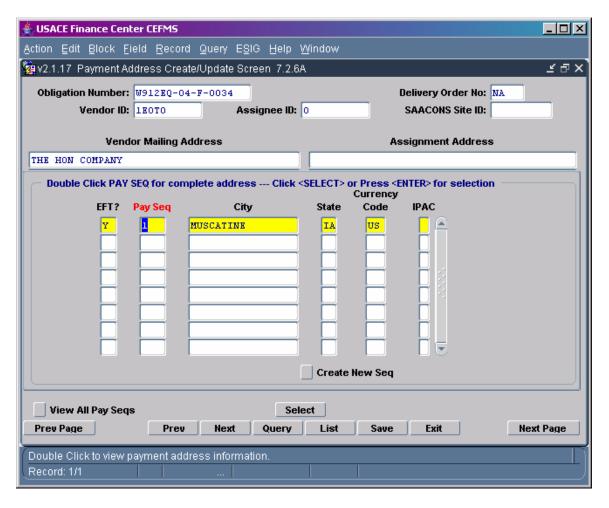


The cursor will be in the **INVOICE REFERENCE NO. FIELD**. The information loaded into the **INVOICE REFERENCE NO. FIELD** is taken directly from documentation (e.g.: invoice, spreadsheets, SF44, SF1034) provided by the vendor or responsible Corps site.

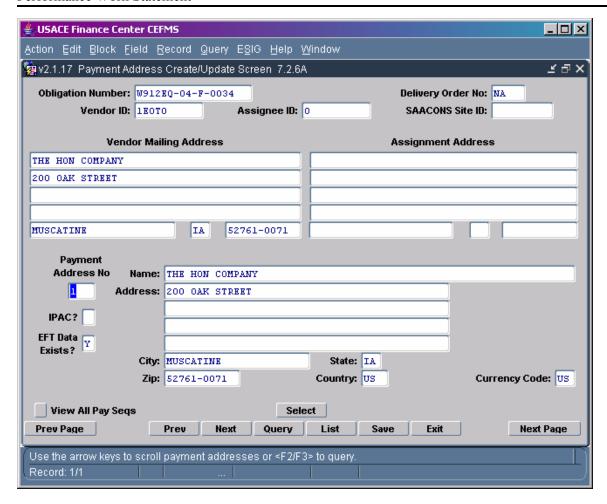
This is an alphanumeric field with a maximum capacity of 30 characters. (Required Field, Key strokes: minimum - 1, maximum - 30, average - 15)

The INVOICE DATE, INVOICE RECEIVED DATE and F&A RECEIVED DATE are required fields that are manually input by the user. It is an 11 digit date in the DD-MMM-YYYY format. (Required Fields, Key strokes:  $3 \times 11 = 33$ ).

To select the correct remittance address the user must F4 on the **PAY OFC ID** field which takes them to the **PAYMENT ADDRESS CREATE/UPDATE SCREEN** (7.2.6A). All fields in the **PAYMENT ADDRESS CREATE/UPDATE SCREEN** are automatically populated. The user selects the remittance address that appears on the invoice. If the remittance address on the invoice does not appear in the **PAYMENT ADDRESS CREATE/UPDATE SCREEN** the user notifies the Division/District that a new address needs to be loaded.



Double click on the number in the PAY SEQ column or click on the VIEW ALL PAY SEQS button on the bottom of the screen to verify the accuracy of the entire address. Multiple pay sequences can be viewed using the up and down arrow keys. Select the correct address by pressing the enter key or the SELECT button at the bottom of the screen.



When the Pay Sequence is selected CEFMS automatically returns to the INVOICE CREATE/UPDATE Screen and the **PAY OFC ID** and the **PAYMENT ADDR ID** field are automatically populated. (Required Fields, Key Strokes – 6.)

The cursor moves to the **DISCOUNT DAYS** Field. If a discount is offered on the invoice the number of days that the discount is valid is manually typed into the field. (e.g.: discount 2%/15 days, net 30). (Not a Required Field, Key strokes -2).

The **PERCENT** field is the discount percentage that can be taken. (Not a Required Field, Key strokes -3).

**FINAL CONTRACT INVOICE** (Not a Required Field, Key Strokes – 1)

**CERTIFICATE OF CONFORMANCE RECVD?** Automatically populated if marked on obligation.

**REMARKS** Field can be 240 alphanumeric characters. (Not a Required Field, Key Stroke – 40)

**CREATOR'S NAME** (automatically updated when record is saved.)

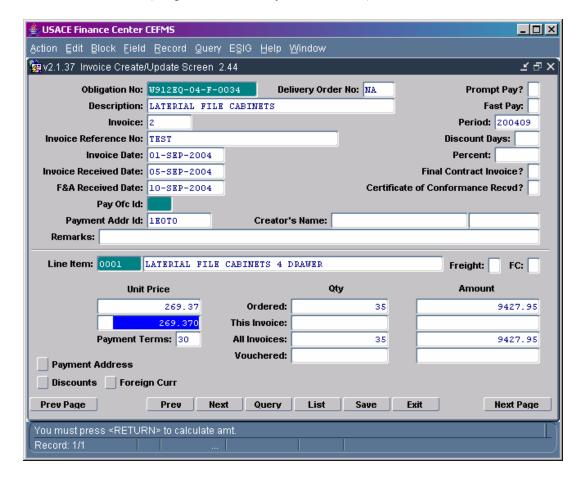
# **LINE ITEMS**

The **LINE ITEM FIELD** is updated by typing the line item number or pressing F4 in the field and selecting the correct line item number. (Required Field, Key Strokes – 6)

The following fields will be automatically populated:

FREIGHT (If designate in the contract as freight)
FC (If designate in the contract as foreign currency)
UNIT PRICE ORDERED
UNIT PRICE ALL INVOICES
QTY ORDERED
QTY ALL INVOICES
QTY VOUCHERED
AMOUNT ORDERED
AMOUNT ALL INVOICES
AMOUNT VOUCHERED
PAYMENT TERMS

The user will fill in the **QTY** Field (if quantities are used) or the **AMOUNT** Field (if lump sum is used) for **THIS INVOICE.** (Required Field, Key Strokes -10)



Additional line items can be added to the invoice for each line that is set up on the obligation. The F4 function key provides blank fields on the lower half of the screen and returns the cursor to the **LINE ITEM FIELD.** The line item process starts over. (Average number of line items on obligations -

Once all the line items have been completed the user clicks the SAVE button at the bottom of the screen to save the invoice to the database. The Creator's Name on the Invoice Header Page will automatically update when the invoice is saved.

The **VOUCHERED** fields will not populate until the **RECEIPT VOUCHER PROCESS** is run.

The user presses F9 then F4 to start a new invoice.

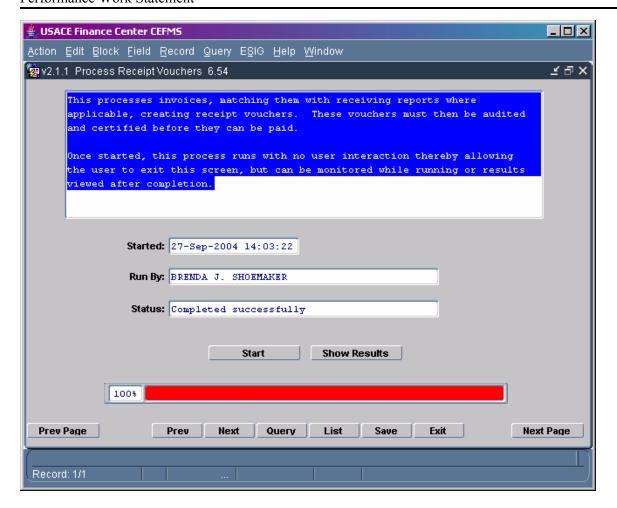
Once invoices are entered into the INVOICE CREATE UPDATE Screen, the user must EXIT the screen.

# RECEIPT VOUCHER PROCESS

Go to Menu Option 7 – RECEIPT VOUCHER OPTIONS Select Option 1 – Process Receipt Vouchers

In the PROCESS RECEIPT VOUCHERS (6.54) the user presses the start button.

The receipt vouchers process matches the invoice to the receiving report and creates a receipt voucher that is used to certify the invoices for payment.



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INVOICE FIELD	REQUIRED FIELD	POPULATION	FIELD TYPE	FIELD SIZE	OF KEY STROKES	REQUIREI ROLE
OBLIGATION SELECTION						
OBLIGATION NO.	Y	AUTO - STATIC	ALPHANUMERIC	16	16	INV_ORIG
DELIVERY ORDER NO.	Υ	AUTO - STATIC	ALPHANUMERIC	4	0	INV_ORIG
PROMPT PAY?	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
DESCRIPTION	Υ	AUTO - STATIC	ALPHANUMERIC	30	0	INV_ORIG
FAST PAY	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
INVOICE	Y	AUTO - STATIC	NUMERIC	6	0	INV_ORIG
PERIOD	Υ	AUTO - STATIC	ALPHANUMERIC	7	0	INV_ORIG
INVOICE HEADER						
INVOICE REFERENCE NO	Y	MANUAL	ALPHANUMERIC	30	15	INV_ORIG
INVOICE DATE	Υ	MANUAL	DATE	11	11	INV_ORIG
INVOICE RECEIVED DATE	Υ	MANUAL	DATE	11	11	INV_ORIG
F&A RECEIVED DATE	Υ	MANUAL	DATE	11	11	INV_ORIG
PAY OFC ID	Υ	MANUAL	NUMERIC	3	6	INV_ORIG
PAYMENT ADDR ID	Y	AUTO - STATIC	ALPHANUMERIC	9	0	INV_ORIG
DISCOUNT DAYS	N	MANUAL	NUMERIC	3	2	INV_ORIG
PERCENT	N	MANUAL	NUMERIC	6	3	INV_ORIG
FINAL CONTRACT INVOICE?	N	MANUAL	Y/N	1	1	INV_ORIG
CERT OF CONFORMANCE RECVD?	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
CREATOR'S LAST NAME	Υ	AUTO - STATIC	ALPHANUMERIC	20	0	INV_ORIG
CREATOR'S FIRST NAME	Υ	AUTO - STATIC	ALPHANUMERIC	10	0	INV_ORIG
REMARKS	N	MANUAL	ALPHANUMERIC	240	40	INV_ORIG
LINE ITEM SELECTION						
LINE ITEM	Υ	MANUAL	ALPHANUMERIC	6	6	INV_ORIG
FREIGHT	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
FC (Foreign Currency)	N	AUTO - STATIC	Y/N	1	0	INV_ORIG
UNIT PRICE ORDERED	Υ	AUTO - STATIC	NUMERIC	18	0	INV_ORIG
QTY ORDERED	Υ	AUTO - STATIC	NUMERIC	14	0	INV_ORIG
AMOUNT ORDERED	Υ	AUTO - STATIC	NUMERIC	18	0	INV_ORIG
UNIT PRICE THIS INVOICE	Υ	AUTO - DYNAMIC	NUMERIC	18	0	INV_ORIG
QTY THIS INVOICE	Υ	MANUAL	NUMERIC	14	10	INV_ORIG
AMOUNT THIS INVOICE	Υ	MANUAL	NUMERIC	18	10	INV_ORIG
QTY ALL INVOICES	Υ	AUTO - STATIC	NUMERIC	14	0	INV_ORIG
AMOUNT ALL INVOICES	Υ	AUTO - STATIC	NUMERIC	18	0	INV_ORIG
QTY VOUCHERED	N	AUTO - STATIC	NUMERIC	14	0	INV_ORIG
AMOUNT VOUCHERED	N	AUTO - STATIC	NUMERIC	18	0	INV_ORIG
PAYMENT TERMS	Υ	AUTO - STATIC	NUMERIC	3	0	INV_ORIG
RECEIPT VOUCHER PROCESS						
PROCESS RECEIPT VOUCHER	Υ	MANUAL	BUTTON	n/a	1	PROCESS_R
QTY VOUCHERED	Υ	AUTO - STATIC	NUMERIC	14	0	PROCESS_R
AMOUNT VOUCHERED	Υ	AUTO - STATIC	NUMERIC	18	0	PROCESS_R
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Auto-Static Population – Field updates automatically with information pulled from existing data in other tables that will not change in the new form. The user will not be able to edit the field.

Auto-Dynamic – Field updates automatically with information pulled from existing data in other tables but the field can be edited to reflect current conditions.

Manual – Must be updated by the user.